

## Appendix E: Internship Plan Template



### Lamar University – M.Ed. in Educational Technology Leadership

#### Internship Plan: Field-based Experience Activity (Internship Plan Template)

Leanne Knight November 15, 2010  
Name of Intern Cohort Group Date

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You will provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as "*yourname\_Draft Internship Plan,*" and work on this saved file as you revise and update your plan.

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard I. Technology Operations and Concepts	TF-I.A	Meet with teams to discuss district and campus plans.	Dr. Lynda Carter	Sept. 2010
	TF-I.B	Go to BLC in Boston to learn and share innovative technology.	Dr. Lynda Carter and Robert Harris	June 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Plan with grade levels appropriate lessons using technology.	Dr. Lynda Carter	Dec. 2010
	TF-II.B	Help technology team by researching one-to-one laptop initiative and help pilot program.	Dr. Carter	Spring 2011
	TF-II.C	Locate Web 2.0 resources appropriate for elementary.	Dr. Carter and Robert Harris	Nov. 2010
	TF-II.D	Show teachers how to use web conferencing resources.	Dr. Carter and Robert Harris	Nov. 2010
	TF-II.E	During grade level meetings, discuss classroom management strategies.	Dr. Carter and Robert Harris	Dec. 2010
	TF-II.F	Work with campus design team to implement WOW model of lessons.	Dr. Carter	Jan 2011

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Standard III. Teaching Learning, and the Curriculum	TF-III.A	Use Web 2.0 software with students.	Dr. Carter	Nov. 2010
	TF-III.B	Use flip cameras to help create videos for special education student behavior lessons.	Dr. Carter	Oct. 2010
	TF-III.C	Work with Talented and Gifted students on robotics program.	Dr. Carter and Robert Harris	Spring 2011
	TF-III.D	Use proper classroom management strategies while teaching lessons in the computer lab.	Dr. Carter	Nov. 2010
	TF-III.E	Lesson plan with grade levels using curriculum standards related to the use of technology integration.	Dr. Carter and Robert Harris	Dec. 2010

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Standard IV. Assessment and Evaluation	TF-IV.A	Work with specific teachers to run reports and to create reading and math groups.	Dr. Carter	Nov. 2010
	TF-IV.B	Utilize MAPs reports to disaggregate information to create learning groups in math and reading.	Dr. Carter	Nov. 2010
	TF-IV.C	<p>Examine and apply the results of a research project that includes evaluating the use of a specific technology.</p> <p><i>Note: This performance indicator will be revised during the Research course.</i></p> <p>Examine the implications of utilizing a one to one laptop environment in an elementary setting.</p>	Dr. Carter and Robert Harris	May 2011

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Standard V Productivity and Professional Practice	TF-V.A	Work with district campus instructional technologists at district meetings to grow professionally.	Robert Harris	May 2011
	TF-V.B	Meet regularly with principal to discuss programs being instituted on campus.	Dr. Carter	May 2011
	TF-V.C	Use distance learning software to train global partners.	Dr. Carter, Robert Harris, and Edna Phythian	Nov. 2010
	TF-V.D	Maintain campus web page.	Dr. Carter and Robert Harris	Dec. 2010

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Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Train new teachers on the district Acceptable Use Policy.	Robert Harris	Aug. 2010
	TF-VI.B	Meet with behavioral skills teachers to help utilize software to create lessons on behavior skills	Dr. Carter	Sept. 2010
	TF-VI.C	Work with global partners designing lessons.	Robert Harris and Edna Phythina	Nov. 2010
	TF-VI.D	Show teachers correct researching tools and sites.	Dr. Carter and Robert Harris	Dec. 2010
	TF-VI.E	Create and implement calendar for computer lab sign up and help with laptop carts.	Dr. Carter	Sept. 2010

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Standard VII: Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Maintain campus technology inventory.	Dr. Carter and Robert Harris	Dec 2010
	TF-VII.B	Work on technology gift committee.	Dr. Carter	Dec. 2010
	TF-VII.C	Train teachers on global education opportunities.	Robert Harris and Edna Phythian	Nov. 2010

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Standard VIII: Leadership and Vision	TF-VIII.A	Research one to one computer initiatives.	Dr. Carter	Dec. 2010
	TF-VIII.B	Discuss technology progression at technology gift committee meeting.	Dr. Carter	Dec. 2010
	TF-VIII.C	Using global connection lessons utilize forums for groups.	Robert Harris and Edna Phythian	Nov. 2010
	TF-VIII.D	Plan and utilize one to one for campus and district implementation.	Dr. Carter and Robert Harris	May 2011
	TF-VIII.E	Utilize STAR data and meet with teas to discuss growth patterns.	Dr. Carter and Robert Harris	February 2011

Site Mentor:

Name: Robert Harris  
(Please Print)

Title: Administrator of Instructional Technology

Signature: Robert Harris

Date: 11-15-2010